

TRAFFIC COMMISSION REPORT

July 22, 2010

Item VF

TRAFFIC COMMISSION LIAISON WITH CITY COUNCIL

ISSUE:

The Burbank Municipal Code Section 2-1-241C specifies that the Mayor shall designate a member of the City Council to meet with the Traffic Commission, but the councilmember shall not be a member of the Commission. Council has not appointed a member to liaise with the Commission.

BACKGROUND

In the absence of a councilmember to interact with the Traffic Commission, the Commission has elected to appoint a Commission member to appear before City Council to provide relevant information on activities of the Commission

DISCUSSION:

The City Manager and City Council receive agendas for the monthly Traffic Commission meetings, but not the reports. However, the reports are now posted on the City website for anyone to review. The Traffic Commission should determine if they wish to continue the practice of sending a committee member to City Council once per month to report on commission activities.

CONCLUSIONS

The Commission should determine if a representative should appear before City Council to report commission activities.

RECOMMENDATIONS:

None

ATTACHMENTS:

1. Burbank Municipal Code Section 2-1-241

2-1-421: TRAFFIC COMMISSION

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION: There is hereby created a Traffic Commission consisting of nine (9) members, each of whom shall serve a four-year term as provided in section 2-1-401 of this code. When appointing persons to the Commission, the Council should consider business and education diversity and familiarity with different types of transportation, including personal vehicle, mass transit, walking, and bicycling. References elsewhere in this code to the Traffic and Transportation Committee shall be deemed to refer to the Traffic Commission.

B. SECRETARY TO THE COMMISSION: The Assistant Public Works Director-Traffic or his or her designee shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

C. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the Commission, but such Council member shall not be a member of the Commission.

D. POWERS AND DUTIES OF COMMISSION: The Traffic Commission shall have the following powers and duties:

1. To suggest the most practicable means of coordinating the activities of all officers and agencies of the City having authority with respect to the administration or enforcement of traffic regulations.
2. To stimulate and assist in the preparation and publication of transportation and traffic reports.
3. To receive complaints having to do with traffic matters.
4. To study and recommend to the City Manager ways and means for improving transportation and traffic conditions and the administration and enforcement of traffic regulations and perform such other duties as the Council may prescribe.
5. Resolve duplications, confusions, and uncertainties arising from, and giving advice on, the naming of streets, roads, and highways in the City.

E. MEETINGS; QUORUM: The Traffic Commission shall provide for regular monthly meetings on a day and at a time to be designated by the Commission. Special meetings may be called by the chair or a majority of the members of the Commission when there is sufficient business warranting that the Commission convene. When the time for any regular meeting of the Commission falls on a holiday, such meeting shall be held at the same hour of the next succeeding business day not in conflict with a regular meeting date of the Council or another board or commission established by this division. All regular meetings of the Commission shall be held in the Council Chamber of the City Hall, 275 East Olive Avenue, Burbank, California, unless the Commission provides otherwise. A majority of the members of the Commission shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-57. Amended by Ord. No. 3755, eff. 12/26/08; 3674, 3472, 3117, 3068, 3058, 2680, 2253.]